MEMORANDAN FOR: Deputy Director for Support

SUBJECT

: Current Interest Items

CONFIDENTIAL

1. Berly Betirement Resulation

25X1A9a We met with considered on 15 May to review draft sections on the critical parts of this regulation and should have a complete draft for advance distribution on Monday, 25 May. Formal coordination will be undertaken after this draft is reviewed with you on 26 May. The 1 June deadline for completion of coordination will be tight and if any unusual problems are encountered, we may need some extra time to resolve them.

2. Average Grade Controls

In response to Action Meso A-375, Chief, SWD has put increased emphasis on reviewing staffing complements to identify jobs which can be downgraded to complete an initial adjustment before 30 June. In particular, he believes that a number of clarical jobs can be reduced from GS-5 to GS-4 and GS-3. Also, more realistic job ladders can be provided in offices where the journeyman rate is GS-12 or GS-13 but the practice is to recruit at GS-9 and GS-11; establishment of jobs at the lower trainee levels will reduce the average position grade in these offices and will also provide a position grade structure more consistent with recruitment practices. Finally, he believes that a more specific identification of clerical, semi-professional, and professional positions can be accomplished which will clarify recruitment requirements and probably produce

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We are reviewing expired for updating and re-publication. The average grade control principle established in this notice was incorporated in a revision of undertaken about two years ago but still in process of Agency coordination. We are also preparing a notice establishing the "reverse PRA" ground rules described in our weekly report of 2 March 1964; these are a little more restrictive than the two-grade "underslotting" rule stated in Action Nemo A-376: two-grade underslotting would be authorized at GS-11 and below, but only one-grade underslotting at GS-12 and above. However, provision would be made for justifiable exceptions.

3. Briefing of MCI on "Been Problem"

General Carter has asked that we prepare a short briefing to bring him up to date on the current status of the "hump problem." We last covered this with him in connection with our presentation for the House Armed Services Subcommittee which considered our carly retirement bill.

The Plans and Review Staff is preparing this briefing which will last for 15-20 minutes. Our target date for completing it is 2 June; an appointment with General Carter on or about that date will be set at his convenience.

SUBJECT: Current Interest Items

Hage Increase - Covernment Printing (GP) and Countil Arts (CA) Schooles

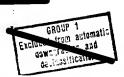
Increases of 5¢ to 14¢ per hour have been approved for certain jobs on the GP and GA nobedules effective 19 May 1964. The job titles affected, the number of Agency employees in each category, and the amount of the increase are shown below:

Job Title	No. of Prolayets	Increase
GP - Office of Logistics		25X9
Porcaen		124
Planner Supervisor & Hight Sup		12# 14# 13# 5# 12# 12# 13# 13#
Verking Supervisor Specialists (from frozen rate)		134
Specialist		100
Journeymen		124
Nechanics		126
Electronic Hechanic		13#
Honotype Cost-Mech		104
Monotype Cast-Repair		9₽
Subtotal		
GP - OFF		
Vorking Supervisor		13¢ 12¢
Journeyman		124
Subtotel		
<u>GA - 750</u>		
Journeyseen		5¢
(from frozen rete)		
Subtotal		
GRAND TOTAL		

5. Contributions to the John F. Kennedy Memorial Library

A special mosting was held in the auditorium on 19 May to brief the Agency's 40 office chairmen concerning this campaign. The official period for collecting contributions to this fund is 15 May - 15 June. Further reports will be submitted as donations are received.

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A revision of governing all involuntary separations except the separation of surplus personnel was forwarded for Agency co-ordination. This draft has already been informally coordinated with the General Counsel and the Inspector General. In addition, a copy of this draft was forwarded through you to the INCI at his request. The covering semorandum proposed that we prepare a "guideline paper" to clarify the ground rules and general procedures that would govern the handling of performance-problem cases before reaching the stage of the formal procedure.

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7. Promium Per in Liter of Overtime - JAHAVE

In accordance with instructions of the MCI, a semerandom has been sent to the Chief, WH Division requesting quarterly reviews of each outstanding authorization and re-certification of those cases in which continuation of premium pay is unreanted.

8. Personal Evaluation Board

The proposed directive to broaden the scope of and re-name the Disposition Board was modified as a result of a comment made by the Inspector General and informally coordinated with senior officers in each Directorate. This paper was returned to your office for concurrence and re-subsission to the ERCI.

Remett D. Echols Director of Personnel

Distribution:

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